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1 Introduction

The Internet affords the California Board of Corrections (BOC) the ability to collect information relating to the Juvenile Justice Crime Prevention Act (JJCPA) via the BOC web site in a simple, efficient, and effective manner.

The JJCPA online application should be easy to use for anyone who has spent time navigating the Internet. The BOC designed the JJCPA application to conform to the California portal compliance guidelines issued by the State of California Governor in concert with the State of California Department of General Services. The guidelines dictate use of colors, screen size, use of graphics, font type, and font size.

In order to ensure the JJCPA Online Application runs without error it must run in one of the following free Internet browsers: Netscape Navigator 4.7 or greater, or Microsoft Internet Explorer 5.0 or greater.

The following document describes the nuts and bolts functionality of the JJCPA application (i.e. click a button to submit data, fill in field XYZ before continuing, and/or click the hyperlink to navigate). Please note that the document contains hyperlinked text. Click on the hyperlink to navigate within the document to a discussion of the hyperlinked text.

If you have questions regarding the specifics of the legislation or your program please call 916-445-5073 and ask to speak with your assigned JJCPA Field Representative. A list of assigned Field Representatives is included on the Board of Corrections website (www.bdcorr.ca.gov), as well as periodic updates regarding program news.

System Login Screen

The following screen and discussing illustrates how to log into the JJCPA Online Application.



Description – This screen may be accessed by typing in the application's URL, www.bdcrr.ca.gov/jjcpa.

Validation(s) – A valid User ID and PIN must be provided in order to enter the JJCPA Online Application.

Notes – The user may wish to bookmark this page. Internet Explorer users can accomplish this by clicking on "Favorites" in the browser toolbar and then selecting "Add to Favorites..." from the menu. Netscape users can accomplish this by clicking on "Bookmarks" in the browser toolbar and then selecting "Add Bookmark" from the menu.

If the user does not have a User ID and/or PIN, or cannot remember the User ID and/or PIN and does not know whom to contact as their Field Representative, please call 916-445-5073 and ask to speak with your assigned JJCPA Field Representative.

2 Program Selection Screen (AKA Main Page)

This is the main page that allows users to navigate throughout the JJCPA online application.

Alpine County Programs

Program Name	Progress Reports		
	Aug 15, 2001	Aug 15, 2002	Aug 15, 2003
Another Program (Not Released)	New		
Juvenile Test Program (New)	In Progress		
New Alpine Program (Submitted to BOC)	Submitted to BOC		
Program QYX (Needs Modification)	Needs Modification		
Test Program	Approved		

In addition to individual program outcomes and goals, some approved CPA plans include outcomes and goals for the county's overall Juvenile Justice Strategy. Complete this section if your approved plan includes such Strategic Outcomes.

Strategic Outcomes	Progress Reports		
	Aug 15, 2001	Aug 15, 2002	Aug 15, 2003
View Strategic Outcomes	In Progress		

All counties are required to report results for the outcome of "Juvenile Arrest Rate per 100,000 Population. Provide all information requested with submission of each progress report.

Juvenile Arrest Rate Per 100,000	Progress Reports		
	Aug 15, 2001	Aug 15, 2002	Aug 15, 2003
Juvenile Arrest Rate Per 100,000 Information	Submitted to BOC		

Field Rep. Contact Information	Contact Phone	Contact Email Address
Field Rep	555-1212	FR@bdcrr.ca.gov

Description – This page is comprised of four areas of interest to the user: the [Program section](#), the [Strategic Outcomes](#) section, the [Juvenile Arrest Rate Per 100,000](#) section, and the Field Representative Contact Information section.

The Program section lists all Programs and Progress Reports for each county and provides the hyperlinks necessary to view, add, and/or edit Program/Progress Report information. Clicking on the program title hyperlink (e.g. "Another Program") takes the user to the [Program Information](#) screen where he/she may view, add, and/or edit program information (Section 2). To the right of the program title are three cells containing hyperlinked statuses (see discussion on statuses below) that correspond to the Progress Reports for each of the three JJCPA reporting periods (August 15, 2001, October 15, 2002, and October 15, 2003). Clicking on the hyperlinked status will take the user to the Program Progress Report screen (Section 5).

The Strategic Outcomes section provides the hyperlinks necessary to view, add, and/or edit countywide Strategic Outcome Progress Report information. Clicking on the "View Strategic Outcomes" hyperlink will take the user to a list of countywide strategic outcomes. (Note: Strategic Outcomes are optional; only a few counties will use this functionality.) Each column under "Progress Reports" contains a

hyperlink that corresponds to a Progress Report for a JJCPA reporting period. Clicking on the hyperlinked status that will take the user to the Strategic Outcomes Progress Report screen (Section 5).

The Juvenile Arrest Rate Per 100,000 section provides hyperlinks necessary to view and/or edit countywide Juvenile Arrest Rate Per 100,000 Progress Reports. To the right of the “Juvenile Arrest Rate Per 100,000” hyperlink are three cells containing hyperlinked statuses that correspond to the three JJCPA reporting periods. Clicking on the hyperlinked status will take the user to the Juvenile Arrest Rate Per 100,000 Progress Report screen (Section 5).

The Field Representative Contact Information section provides contact information for each county’s assigned JJCPA Field Representative. Please contact him/her with any issues or questions regarding JJCPA.

Program Status – Program and Progress Report status drives information provided to the user and whether or not the user will be able to add, edit, and/or delete information. There are five statuses for Program Information and Progress Reports; they are presented in the following table:

Status	Definition
New	The Program or Progress Report is new. Information may be edited.
In Progress	The Program or Progress Report has been partially completed but not yet submitted to the BOC for review. Information may be edited.
Submitted to the BOC	The Program or Progress Report has been completed to and submitted to the BOC for review by the assigned Field Representative. Information may not be edited.
Needs Modification	The Field Representative has reviewed the submitted Program or Progress Report information and determined that information needs modifying. Information may be edited and must be resubmitted to the BOC for consideration.
Approved	The Field Representative has reviewed and approved the submitted Program or Progress Report information. Information may not be edited.
Discontinued	Some programs have been discontinued or combined with other programs. A discontinued program will not receive the hyperlinks to complete progress reports for future years unless the discontinued program has not collected all required data. Please work closely with your Field Representative to determine future reporting needs for discontinued programs.

3 Program Information Screen – Program Setup

This should be the first order of business for every program. The Program Information screen displays information about the particular program selected from the [Program Selection](#) screen. The information viewable on this page includes program participant information, program requirements, program referrals and a hyperlink to the program comments screen. Since this screen is for display purposes only, hyperlinks have been provided beneath each section in order to add or edit program information when applicable, depending upon program [status](#). See the following additional screen shots for the full view of the Program Information screen.

3.1.1 Section 1 - Program Contact and Description

County: Alpine

Program Title: New Alpine Program

Contact Information	Program Contact	Fiscal Contact
First Name:		
Last Name:		
Address Line 1:		
Address Line 2:		
City:		
State:	CA	CA
Zip:		
Phone:		
Fax:		
Email:		
Other:		

Program Description:

This is its description

Program Focus: Prevention: Intervention: Suppression: Incapacitation:

Age of Juveniles in Program in Years: Minimum: 0 Maximum: 0

[Add/Edit Program Information](#)

Clicking the [“Add/Edit Program Information”](#) hyperlink opens this section of the screen in an editable format.

3.1.2 Program Information Screen: Section 2 - Program Requirements

JJCPA Program Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

Program Requirements	602 Wards	DEJ Juveniles	601 Offenders	Informal Probationers (Including 654's)	Siblings of Juvenile Probationers	Children of Adult Probationers	Other "At Risk" Juveniles	Other Juveniles	Parents / Caregivers of Juvenile Participants
None (no other requirements, i.e. all participants in this category may participate)									
Must be Female (female program only)									
Must be Male (male program only)									
Volunteer (must volunteer/agree to participate in the program)									
Identified as "At Risk" for Offending/Reoffending									
Truant									
Other School Behavior Problem									
Violent Offender	x								
Drug Offender									
Repeat Offender									
Gang Member/Associate									
With Identified Mental Health Needs	x								
Under Home Supervision									
On Electronic Monitoring									
In Juvenile									

Done Internet

Clicking the "[Add/Edit Program Requirements](#)" hyperlink navigates the user to the step-by-step process for entering Program Requirements.

3.1.3 Program Information Screen: Sections 3 Program Referrals

Participants referred to program by:	
Probation	
Law Enforcement	
School - SARB	
School - Other	
Social Services	
Mental Health	
Child Protective Services	
Family	
Self (Self Referral)	
Other	
Other	

[Add/Edit Program Referrals](#)

Clicking the "[Add/Edit Program Referrals](#)" hyperlink enables the user to add/edit Participant Referrals.

3.1.4 Program Information Screen: Sections 4 Program Comments

View Program Comments:

[Program Comments](#)

[Return to Program Selection](#)

Submit to BOC as Complete

Clicking the "[Program Comments](#)" hyperlink enables the user to view comments made by the Field Representative while reviewing Program Information or Progress Reports for any program within the county.

Description – "Submit to BOC as Complete" button

At the bottom of the program information screen, depending on the status of the program (see Section 2 for a discussion on statuses), the user will see the button "Submit to BOC as Complete." During the course of setting up the program information online, it is conceivable that not all of the items in the Program Information screen may be finished during one sitting. Within each of the sections of the Program Information screen, "Save" buttons have been provided to checkpoint and retain information. Once the user has completed **all information in all of the sections** on the Program Information screen, the user should click the "Submit to BOC as Complete" button so the associated BOC Field

Representative will be able to review the program information. Once this button has been clicked, all program information will be locked and may not be edited pending approval from the Field Representative.

3.2 Program Information Screen – Editing High-level Program Information

The Program Participant screen has two views that allow the user to add and/or edit fiscal and program contact information. The user may also add/edit information about the program, depending upon the [status](#) of the program.

Contact Information	Program Contact	Fiscal Contact
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>	<input type="text"/>
Address Line 2	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	<input type="text"/>
State	CA	CA
Zip	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>

Program Description:

This is its description

Program Focus (Check all that apply):

☐ Prevention ☐ Intervention ☐ Suppression ☐ Incapacitation

Age of Juveniles in Program in Years:

Minimum: Maximum:

Save Cancel

Description – This view of the Program Participant screen allows the user to update information concerning the program and fiscal contact. The ability to change and modify Program and Fiscal Contact information is always available to the users; however, information regarding the program (Program Description, Program Focus, and Age of Juveniles) may be locked based on the program [status](#).

3.3 Program Information Screen – Adding/Editing Program Requirements

The Program Requirements section of the JJCPA online application comprises two screens. The first screen, "Program Participant Categories," is used to select all program participant categories that are relevant to the current program selected. After selecting the applicable categories of program participants, the screen on the following page, "Program Participant Requirements," is used to select requirements for each program participant category.

Program Categories - Microsoft Internet Explorer

File Edit View Favorites Tools Help

California Home Monday, August 19, 2002

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The Juvenile Justice Crime Prevention Act

Program Categories

Listed below are general categories of possible program participants. Check the categories that apply to your program. For each category checked you will be asked to provide more specific information concerning eligibility for program participation.

Broad Categories of Program Participants (Check all that apply):
<input checked="" type="checkbox"/> 602 Wards
<input type="checkbox"/> Deferred Entry of Judgement (DEJ) Juveniles
<input type="checkbox"/> 601 Wards
<input type="checkbox"/> Informal Probationers (Including 654's)
<input type="checkbox"/> Siblings of Juvenile Probationers
<input type="checkbox"/> Children of Adult Probationers
<input type="checkbox"/> Other "At Risk" Juveniles
<input type="checkbox"/> Other Juveniles
<input type="checkbox"/> Parents/Caregivers of Juvenile Participants

Continue Cancel

Description – The Program Participant Categories Screen allows the user to select all program participant categories that relate to the program. On the following screen(s), the user will be prompted for requirements for each of the categories selected. See the following page for a discussion on subsequent information gathered for Program Participant Categories.

3.3.1 Program Participant Requirements

602 Wards

Using the below list, check those additional requirements that 602 Wards must meet in order to participate in the program. If participation is possible when one or more of several requirements are met, check all requirements that apply. For example, if 602 Wards must be violent offenders and/or must be repeat offenders, check both. If there are no additional requirements for 602 Wards to participate in the program, check the first box ("None"). If 602 Wards in your program must meet a requirement that is not listed, check "Other" and describe the requirement.

- ☐ None (no other requirements, i.e. all participants in this category may participate)
- ☐ Must be Female (female program only)
- ☐ Must be Male (male program only)
- ☐ Volunteer (must volunteer/agree to participate in the program)
- ☐ Identified as "At Risk" for Offending/Reoffending
- ☐ Truant
- ☐ Other School Behavior Problem
- ☒ Violent Offender
- ☐ Drug Offender
- ☐ Repeat Offender
- ☐ Gang Member/Associate
- ☒ With Identified Mental Health Needs
- ☐ Under Home Supervision
- ☐ On Electronic Monitoring
- ☐ In Juvenile Hall/Camp/Ranch (at program entry)
- ☐ In Out-of-Home Placement (at program entry)
- ☐ Released from Juvenile Hall/Camp/Ranch (at program entry)
- ☐ Released from Out-of-Home Placement (at program entry)
- ☐ From Specific Neighborhood/Geographic Area
- ☐ From Specific School/School District
- ☐ Other
- ☐ Other

Continue Cancel

Description – The Program Participant Requirements screen will appear following the Program Participant Categories screen. This screen will display the list of requirements that may be selected for each category selected. Notice that the screen shown pertains to 602 Wards. Once any and all requirements for 602 Wards have been selected, the following page will display the same list of requirements for the next category of program participants, if any, that was selected in the previous screen (Program Participant Category screen). If there is a requirement that belongs to a program participant category, and is not listed, there are two boxes at the bottom of each requirements page to fill in a custom description. To fill in a custom description, check one or both of the "Other" check boxes (shown above) and fill in a description of the requirement.

3.4 Program Information Screen - Adding/Editing Program Referrals

Program Referrals - Microsoft Internet Explorer provided by AT&T Broadband Internet

File Edit View Favorites Tools Help Address w.bdcrr.ca.gov/jjcpa/program_referrals.asp?action=E Go

Back Forward Stop Home Search Favorites Customize Search

California Home Tuesday, August 20, 2002

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The Juvenile Justice Crime Prevention Act

Program Referrals

Consider all participants in your program. Check those boxes that describe who may make referrals to the program. If a referral source is not listed, check "Other" and describe the source.

Who refers to the program? (Check all that apply):

- ☒ Probation
- ☒ Law Enforcement
- ☐ School - SARB
- ☐ School - Other
- ☐ Social Services
- ☒ Mental Health
- ☐ Child Protective Services
- ☐ Family
- ☐ Self (Self Referral)
- ☐ Other
- ☐ Other

Save Cancel

Done Internet

Description – The Program Participant Referral screen allows the user to select any and all groups who make referrals to the program selected. If a group who makes referrals to the program is not in the list provided, the user has the option of creating up to two additional custom groups. Users may create a custom group by selecting a check box labeled as "Other" and filling in a description of a group in the box provided.

3.5 Program Information Screen - Adding/Editing Program Comments

View Comments - Microsoft Internet Explorer

[California Home](#)

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View Comments for Program Information and Progress Reports

Program: New Alpine Program

Comment type: ☒ Program Information OR ☐ Progress Report for 2002

[View Comments](#)

No Entries Found

Done Internet

Description – The View Comments for Program Information and Progress Reports screen allows users to search and view comments input by Field Representatives during review of the program or progress reports. Users may search all programs for their county and any progress report for the program. Simply select the desired program and click the “View Comments” button. If no comments exist for the selected program or progress reports the system will indicate that no entries were found.

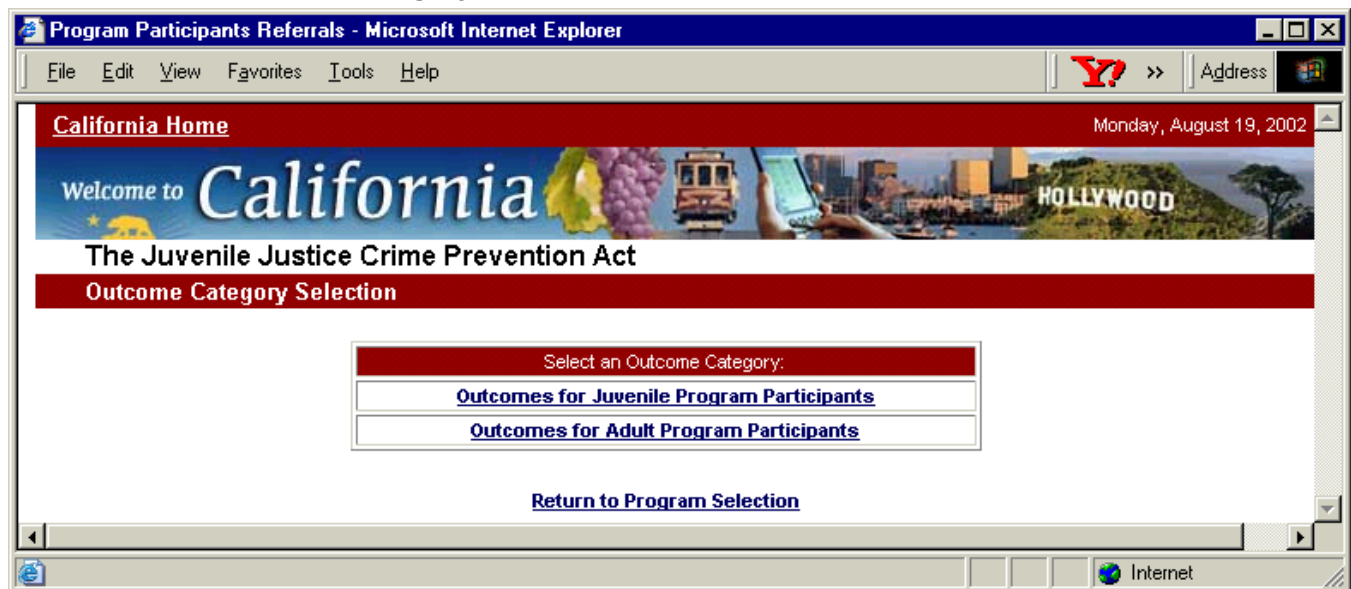
4 Outcome Measures – Setup

Setting up outcome measures for a program provides the foundation to the annual progress reports. The user must establish outcome measures before he/she submits the program to the BOC for review by a Field Representative. Programs sent to the BOC for review without outcome measures will be returned for revision and resubmission. Once the program is submitted to the BOC the user will be locked out of the ability to add, edit, or delete outcome measures. If a user needs to add, edit, or delete an outcome measure after the program has been reviewed and approved by the BOC, he/she needs to contact the Field Representative assigned to the county. The Field Representative possesses the ability to release outcome measures for revision. Though it is possible to make changes to the outcome measures after the program has been approved, it is not recommended.

The creation of an Outcome Measure for progress reporting is a multi-step process. In the following steps, users should note that during the creation of an outcome measure, not all steps/screens may be necessary in order to complete their particular outcome measure(s). The presentation of downstream screens is predicated on selections made in prior screens. The JJCPA online application has built in logic to present only the screens necessary to provide a context for each individual Outcome Measure.

To add, edit, and/or delete an outcome measure enter the Progress Report for the desired year by clicking on the progress report's hyperlink from the [Main screen](#) (note: the progress report must be in one of the following statuses: In Progress, Needs Modification, or New). This opens the Progress Report; navigate to the bottom of the screen and click on the Add/Edit Outcome Measures hyperlink. This opens the Outcome Measure Category Selection Screen.

4.1 Outcome Measure Category Selection Screen



Description – This screen represents the starting point for creation of all program-specific outcome measures. The user may elect to create an outcome measure for either Juvenile or Adult Program Participants.

4.2 Outcome Measure Selection Screen

Once the user selects the category for the outcome measure, one of two screens will display listing either juvenile or adult outcome measures (shown in the following example). The system indicates which outcome measures have already been created by displaying an "X" in the "Selected" column next to the completed outcome measure. This page also serves as the user's main screen to add, edit, or remove outcome measures using the hyperlinks provided aside each outcome measure.

The Juvenile Justice Crime Prevention Act
Outcome Measures for Hypothetical Program

WARNING - If you click "Add/Edit" to edit an existing Outcome Measure, the system will **DELETE** the existing Outcome Measure to make room for the change. The reason for deleting the existing Outcome Measure is because the system presents different screens and information to the users based on the selections and information input on prior screens. Thus, the user **must** reenter the entire Outcome in order to ensure the correctness of the Outcome Measure.

Required Outcomes for Juvenile Program Participants: The following outcomes, with very few exceptions (check your approved JJCPA plan), must be reported for the juveniles who receive services in any JJCPA funded program, including those juveniles who fail to complete the program. For each outcome, you will be asked to answer a series of questions regarding how you will measure the outcome and your expectation or goal for the outcome. *Note: If you have more than one goal for the same outcome, enter the outcome again in one of the "Other" Boxes Below*

Selected	Outcome Measure	Add / Edit Outcome Measure to Program	Outcome Measure is Not Applicable
x	Arrest Rate (All Arrests)	Add/Edit	Not Applicable
x	Probation Violation Rate	Add/Edit	Not Applicable
x	Completion of Probation Rate	Add/Edit	Not Applicable
	Incarceration Rate	Add/Edit	Not Applicable
	Rate of Completion of Restitution	Add/Edit	Not Applicable
	Rate of Completion of Court-Ordered Community Service	Add/Edit	Not Applicable

WARNING - If you click "Add/Edit" to edit an existing Outcome Measure, the system will **DELETE** the existing Outcome Measure to make room for the change. The reason for deleting the existing Outcome Measure is because the system presents different screens and information to the users based on the selections and information input on prior screens. Thus, the user **must** reenter the entire Outcome in order to ensure the correctness of the Outcome Measure.

Local Outcomes for Juvenile Program Participants: Listed below are additional outcomes that you may also be tracking for juveniles who receive services in Hypothetical Program. Select those outcomes that apply to your program. **Select only those outcomes for which you will be reporting to the Board of Corrections as identified in your approved JJCPA Plan.** You will be asked the same series of questions concerning how you will measure each of these outcomes, as well as your expectation/goal for each. *Note: If you have more than one goal for the same outcome, enter the outcome again in one of the "Other" Boxes Below.* Note: The following list of outcomes is not required. You do not need to click on "Remove" for outcomes you do not wish to use.

Selected	Outcome Measure	Add / Edit Outcome Measure to Program	Remove Outcome Measure from Program
	Arrests - New Law Violations	Add/Edit	Remove
	Arrests - Violent Offenses	Add/Edit	Remove
	Arrests - Gang-Related Offenses	Add/Edit	Remove
	Arrests - Other Specific Type(s) of Offenses	Add/Edit	Remove

Description – When the user enters this screen, an "X" in the "Selected" column denotes any complete outcome measures. If the user wishes to add or edit an outcome measure, click the "Add/Edit" hyperlink to begin the outcome measure creation process.

If the user returns to this screen for the purpose of removing an outcome measure, scroll to the outcome measure to be removed and click the "Remove" hyperlink next to the outcome measure. Do not click the "Remove" hyperlink for every outcome. The "Remove" hyperlink exists solely for the purpose of removing already established outcome measures the user no longer wishes to use.

Notes – Outcome measures for juveniles have two different categories, required and local (optional). All required outcome measures **must** be completed. If, in the rare occasion, a required outcome

measure is not applicable, the user must click the “Not Applicable” hyperlink to denote this outcome measure as not applicable.

Editing an existing Outcome Measure requires the user to completely re-enter the edited outcome. As previously mentioned, the system presents different screens to define the outcome based on selections made by the user.

In addition, Adult and Strategic Outcomes use the same screens as Juvenile Outcomes to provide a context for outcome measures.

4.3 Outcome Measure Setup Screen: Step 1 – Program Expressed As and Goal for Outcome

Outcome Measure Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Y? >> Address

The Juvenile Justice Crime Prevention Act

Outcome Measure Setup

Select the option in the left hand column that describes how the outcome will be measured. Select "Percentage" if the outcome will be expressed as a percentage (e.g., percent of program participants who receive out-of-home placement). (Note: Convert outcome measures expressed as proportions to percentages.) Select "Mean or Average" if this is how you will measure the outcome (e.g., average days of school attended by program participants). Select "Count" if the outcome will be expressed as a simple count (e.g., number of days of employment for all program participants). If none of these options applies, select "Other" and describe how the outcome will be measured. The methods by which outcomes will be measured are specified in many of the approved JJCPA plans. (Please check your plan.) Also, counties have been discouraged from using simple counts to measure outcomes.

After selecting the option for how the outcome will be measured, specify the "Goal" for the outcome by using the drop down menu in the right hand column. Note that there are four options to select from - "Increase (Relative Goal)," "Decrease (Relative Goal)," "No Change (Relative Goal)," and "Absolute Goal." For a discussion of these options [click here](#). It is extremely important that you review the information contained in this document, and you are strongly encouraged to print and have this document available for reference when completing this and other portions of the report pertaining to outcomes and goals. Also, be sure to refer to your goals as described in your approved JJCPA plan.

Outcome Measure is expressed as: (select one)	Goal for Outcome
<input checked="" type="radio"/> A Percentage	<input type="text"/>
<input type="radio"/> A Mean or Average	<input type="text"/>
<input type="radio"/> A Count	<input type="text"/>
<input type="radio"/> Other <input type="text"/>	<input type="text"/>

Continue

Done Internet

Description – This screen is the starting point at which the user will select how the outcome measure is to be expressed as well as to define the goal for the outcome. Select the appropriate radio button to indicate how the outcome measure will be expressed in the progress reports. Next select the goal for the outcome in the adjacent drop down list box. Finally, click the “Continue” button to proceed.

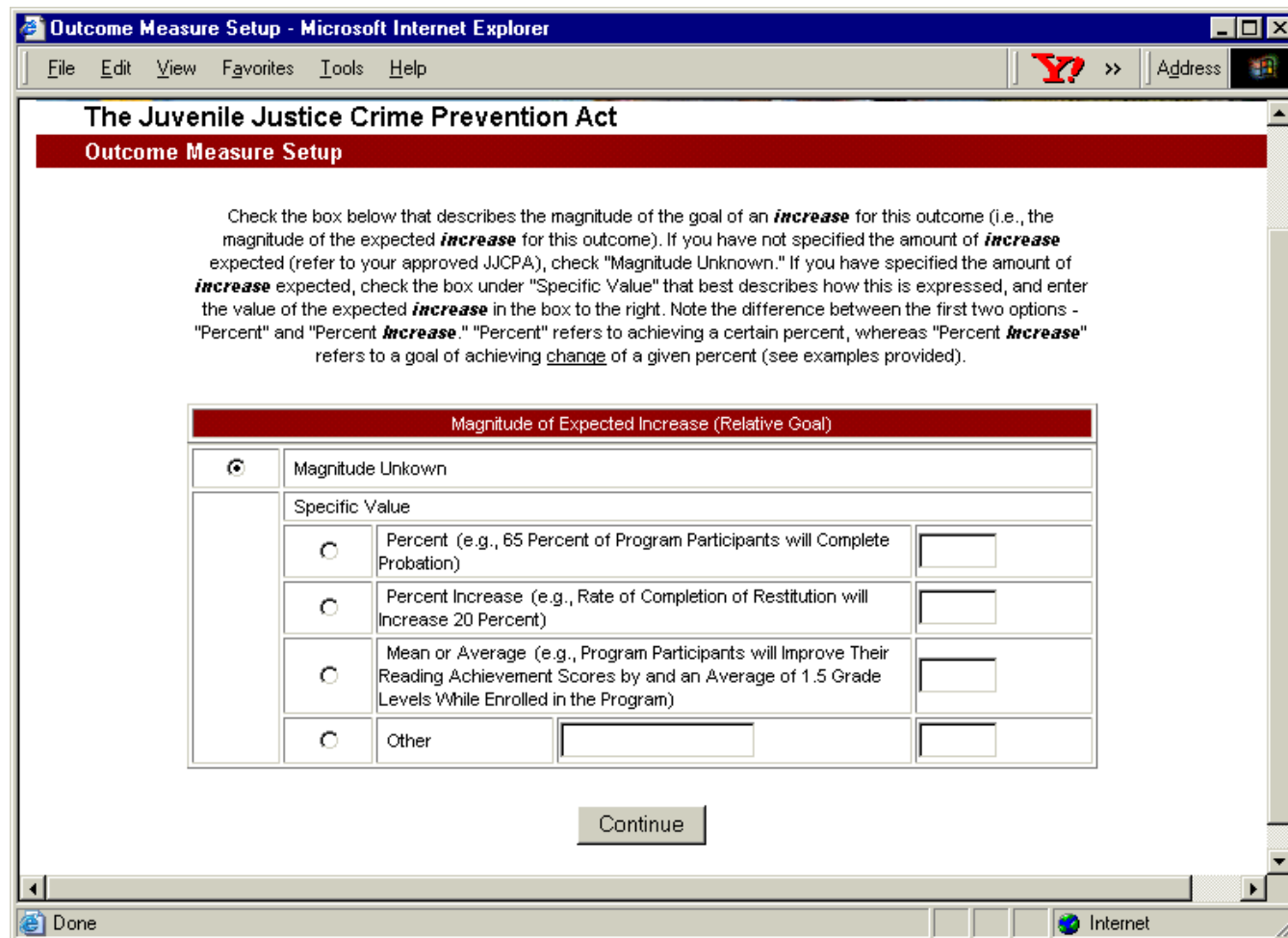
Validations – The user must select how the outcome is to be expressed and a corresponding goal for the outcome before the JJCPA online application will proceed to the next step.

Notes – If the outcome measure expression is not one of the three provided, the user may select the “Other” option and fill in a custom description of how the outcome measure is to be expressed and select a goal for the outcome.

4.4 Outcome Measure Setup Screen: Step 2 – Magnitude for Goal Outcome

The information displayed in Step 2 is affected by the selection made in [Step 1](#) for the “Goal for Outcome.” The following screen shots and instructions describe each possible screen presented. If the user selected “No Change” in step one, this screen will not appear and the user will be taken to [Step 3](#).

4.4.1 Magnitude for Goal Outcome - “Increase” or “Decrease” selected in Step 1



Check the box below that describes the magnitude of the goal of an **increase** for this outcome (i.e., the magnitude of the expected **increase** for this outcome). If you have not specified the amount of **increase** expected (refer to your approved JJCPA), check "Magnitude Unknown." If you have specified the amount of **increase** expected, check the box under "Specific Value" that best describes how this is expressed, and enter the value of the expected **increase** in the box to the right. Note the difference between the first two options - "Percent" and "Percent **increase**." "Percent" refers to achieving a certain percent, whereas "Percent **increase**" refers to a goal of achieving change of a given percent (see examples provided).

Magnitude of Expected Increase (Relative Goal)		
<input checked="" type="radio"/>	Magnitude Unknown	
	Specific Value	
<input type="radio"/>	Percent (e.g., 65 Percent of Program Participants will Complete Probation)	<input type="text"/>
<input type="radio"/>	Percent Increase (e.g., Rate of Completion of Restitution will Increase 20 Percent)	<input type="text"/>
<input type="radio"/>	Mean or Average (e.g., Program Participants will Improve Their Reading Achievement Scores by and an Average of 1.5 Grade Levels While Enrolled in the Program)	<input type="text"/>
<input type="radio"/>	Other	<input type="text"/>

Continue

Description – This screen allows the user to describe the magnitude of the goal for the outcome. If unknown, select “Magnitude Unknown.” If known, select how the Specific Value for the magnitude will be expressed, and specify a numeric value for the magnitude in the box to the right. Finally, click the “Continue” button to proceed to the next step.

Validations – If the user selects a magnitude change, he/she must specify the amount of change expected in the box to the right before the JJCPA online system will proceed to the next step. In addition, it is very important that users enter only numeric data (e.g. 50, 10, etc.). Non-numeric data (e.g. \$, %, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – If the magnitude desired is not listed on the page, an “Other” option has been provided at the bottom of the list. To use this option, click the radio button marked as “Other” and fill in a description for the magnitude as well as a value for this option.

Magnitude for Goal Outcome - “Absolute Value” selected in Step 1

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The Juvenile Justice Crime Prevention Act

Outcome Measure Setup

Check the box below that describes how this outcome will be measured (per your previous entry) and enter the magnitude of the absolute goal you have established for this outcome in the space provided to the right.

Magnitude of Expected Absolute Goal		
Absolute Goal Selection		
<input checked="" type="radio"/>	Percent (e.g., 5 Percent of program participants will violate probation)	<input type="text"/>
<input type="radio"/>	Mean or Average (e.g., Program Participants will spend and average of 1.5 days in Out-of-home Placement)	<input type="text"/>
<input type="radio"/>	Other	<input type="text"/>

[Return to Outcome Measure Selection](#)

Description – This screen appears only for those outcomes designated with an “Absolute Goal.” Absolute Goals are goals that are established without reference to a comparison group. (The BOC discourages the use of absolute goals.) The screen allows the user to describe the magnitude of the goal for the outcome. First, select how the magnitude is to be defined. Next, specify a numeric value for the magnitude in the box adjacent to the magnitude selected. Finally, click the “Continue” button to proceed to the next step.

Validations – When specifying a numeric value for the amount of change, it is very important that users enter only numeric data (e.g. 50, 10, etc.). Non-numeric data (e.g. \$, %, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – If the magnitude desired is not listed on the page, an “Other” option has been provided at the bottom of the list. To use this option, click the radio button marked as “Other” and fill in a description for the magnitude as well as a value for this option.

4.5 Outcome Measure Setup Screen: Step 3 – Goal Expressed with Reference To

Outcome Measure Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

The Juvenile Justice Crime Prevention Act

Outcome Measure Setup

Check the box below that describes the reference group for your goal for this outcome (i.e., the group against which the results for the program participants will be compared to determine whether the goal for this outcome was achieved.). Note that the options vary considerably, ranging from the program participants themselves (at some other point in time), to various other groups. The reference or "comparison" group for your goal for this outcome is specified in your approved JJCPA plan. Refer to the plan and select the appropriate option. If your goal for this outcome is an absolute goal (i.e., there is no reference group against which the results for the program participants will be compared), select "Other" below and enter "N/A" in the box to the right.

Goal for Outcome Measure expressed with reference to:	
<input checked="" type="radio"/>	Historical Group Similar to Group that Receives Program Services
<input type="radio"/>	Contemporaneous Group Similar to Group that Receives Program Services
<input type="radio"/>	Program Participants at an Earlier Point in Time
<input type="radio"/>	Prior Program Participants in the County
<input type="radio"/>	Prior Program Participants in Other Jurisdictions
<input type="radio"/>	Historical Group Consisting of all Juveniles in the County
<input type="radio"/>	Contemporaneous Group (during the program period) Consisting of all Juveniles in the County
<input type="radio"/>	Historical Group Consisting of all Juvenile Probationers in the County
<input type="radio"/>	Contemporaneous Group (during the program period) Consisting of all Juvenile Probationers in the County
<input type="radio"/>	Other <input type="text"/>

Continue

Description – This screen allows the user to select a reference group that will be assigned to the outcome measure. The user, at this point, may select one of the reference group options, or if none of the options applies to this outcome measure, the user may select the option “Other ” and fill in a description for the reference group for the outcome. Click the “Continue” button to proceed.

Notes – This screen will not be displayed if an “Absolute Goal” has been selected as the “Goal for Outcome” in [Step 1](#) of the outcome measure creation process. Furthermore, by selecting the third option on this page, “Program Participants at an Earlier Point in Time,” the following screen, [Step 4](#), will have an extra list of options to select from.

4.6 Outcome Measure Setup Screen: Step 4 – Time Period for Outcome Measure Goal

This screen has two possible versions based upon the selections from the previous screen in Step 3. The first version, which will display if any option other than “Program Participants at an Earlier Point in Time” was selected in the previous step, displays selections regarding the time period represented by the goal. However, if “Program Participants at an Earlier Point in Time” was selected in the previous [step](#), an additional list of selections will appear requesting information about the earlier point in time for the program participants. See examples below.

4.6.1 Time Period for Outcome Goal - “Program Participants at an Earlier Point in Time” not selected on prior screen

Outcome Measure Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

California Home Monday, August 19, 2002

Welcome to California

The Juvenile Justice Crime Prevention Act

Outcome Measure Setup

Goal for this Outcome Refers to Conduct of Program Participants During Following Time Period. (select one)

Specify the approximate average length of this time period in days in the box to the right. If you selected "At Point of Exit from Program," specify the approximate average number of days spent in the program.

<input checked="" type="radio"/>	While in Program - (e.g., mean number of probation violations while in program)	
<input type="radio"/>	At Point of Exit from Program - (e.g., probation status at program exit, etc.)	
<input type="radio"/>	During or At End of Standard Period of Time from Point of Program Entry - (e.g., during/at end of six 6-month period from program entry, irrespective of program status at the end of 6-month period)	
<input type="radio"/>	During or At End of Standard Period of Time from Point of Program Exit - (e.g., mean number of probation violations during 6-month period following program exit)	
<input type="radio"/>	Other (Describe)	

Continue

Description – Select the appropriate time period represented by the goal for the outcome measure. Next, specify the approximate average length of this time period in days in the box to the right. For example, if "At Point of Exit from Program" is selected, specify the approximate average number of days spent in the program. Finally, click the “Continue” button to proceed.

Validations – Users must specify the goal in the box to the right before the JJCPA online system will proceed to the next step. In addition, it is very important that users enter only numeric data (e.g. 50, 10, etc.) non-numeric data (e.g. \$, %, days, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes - This screen is displayed if any option other than “Program Participants at an Earlier Point in Time” is selected on the reference to program screen, [Step 3](#).

4.6.2 Time Period for Outcome Goal - “Program Participants at an Earlier Point in Time” selected on prior screen

Outcome Measure Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address

If the Goal for this Outcome is Expressed with Reference to Conduct of Program Participants at an Earlier Point in Time, what is the Earlier Time Period? (select one)

If applicable, specify the approximate length of this time period in days in the box to the right.

☒ Some Standard Period of Time Prior to Program Entry - (e.g., probation violation rate during the 6-month period immediately prior to program entry)

☐ At Point of Program Entry - (e.g., probation status at point of program entry)

☐ Some Standard Earlier Point in Time During the Program - (e.g., probation violation rate during the first 3 months of a 6 month program)

☐ Other (Describe)

Goal for this Outcome Refers to Conduct of Program Participants During Following Time Period. (select one)

Specify the approximate average length of this time period in days in the box to the right. If you selected "At Point of Exit from Program," specify the approximate average number of days spent in the program.

☒ While in Program - (e.g., mean number of probation violations while in program)

☐ At Point of Exit from Program - (e.g., probation status at program exit, etc.)

☐ During or At End of Standard Period of Time from Point of Program Entry - (e.g., during/at end of six 6-month period from program entry, irrespective of program status at the end of 6-month period)

☐ During or At End of Standard Period of Time from Point of Program Exit - (e.g., mean number of probation violations during 6-month period following program exit)

☐ Other (Describe)

Description – Select the time period that constitutes the “Earlier Point in Time” for program participants. Next, select the subsequent time period that applies to the goal for the outcome measure. Finally, click the “Continue” button to proceed to the [Step 5](#).

Validations – Users must specify the goal in the box to the right before the JJCPA online system will proceed to the next step. In addition, it is very important that users enter only numeric data (e.g. 50, 10, etc.) non-numeric data (e.g. \$, %, days, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – This screen is displayed if the “Program Participants at an Earlier Point in Time” is selected on the reference to program screen in [Step 3](#).

4.7 Outcome Measure Setup Screen: Step 5 – Length of Time Represented by Results for Reference Group

Outcome Measure Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

California Home Monday, August 19, 2002

Welcome to California

The Juvenile Justice Crime Prevention Act

Outcome Measure Setup

The results reported for this outcome for Contemporaneous Group Similar to Group that Receives Program Services should be based on approximately the same length of time.

Will this be the case? (Yes/No).

If "No," for approximately what length of time in days will the results for this outcome be reported for Contemporaneous Group Similar to Group that Receives Program Services?

☒ Yes

☐ No

Continue

[Return to Outcome Measure Selection](#)

Description – This screen is the last step for setting up the outcome measure and requires the user to state whether the results for the reference group will be based on the same length of time as the results for the program participants. To agree, select “Yes.” If this is not the case, select “No” and indicate the approximate length of time, **in days**, that will be represented by the results for the reference group. Click the “Continue” button to save the outcome measure and return to the Outcome Measure Display screen.

4.8 Strategic Outcomes – Special Processing

Strategic Outcomes are processed differently than their Juvenile and Adult counterparts. Because Juvenile and Adult outcome measures relate to a specific project, they are submitted for review by a BOC Field Representative when the user clicks on the “Submit to BOC for Review” button at the bottom of the Program Information screen (Section 3). Strategic Outcomes, like the Juvenile Arrest Rate Per 100,000, are **county-specific** and must therefore be submitted to the BOC separately. Users will notice a “Submit to BOC for Review” button at the bottom of the Strategic Outcomes screen. Once the user has entered **all** Strategic Outcomes, click on this button to submit the outcome measures to the BOC for Field Representative review.

5 Progress Reports

By October 15 of each year each county must submit an annual progress report to the BOC. A progress report must be filed for each JJCPA funded program, any countywide strategic outcomes measures being tracked, and the juvenile arrest rate per 100,000.

5.1 JJCPA Funded Program Progress Report

Each JJCPA funded program must report annually on fiscal expenditures, the number of program participants, the participants' average length of time in the program, and actual information for each reported outcome measure. Users navigate to Progress Reports from the [Program Selection](#) screen by clicking on the hyperlink to the right of the program name and in the column for the desired report year.

The system carries forward the outcome measures from the previous reporting period. If any outcome measure changes from the previous year, please contact the Field Representative assigned to your county.

5.1.1 Annual Progress Report Screen – Fiscal Information

ALLOCATED FUNDS FOR FISCAL YEAR 2000 - 2001 & 2001 - 2002		\$0	
PROGRAM EXPENDITURES FOR 2000 - 2001	State Funds	Interest	Non-JJCPA Funds
Salaries and Benefits: (Help)	\$0	\$0	Total Non-JJCPA Funds: \$0
Services and Supplies: (Help)	\$0	\$0	
Professional Services: (Help)	\$0	\$0	
Community-Based Organizations: (Help)	\$0	\$0	
Fixed Assets: (Help)	\$0	\$0	
Administrative Overhead (Maximum = 0.05% of State Funds): (Help)	\$0	\$0	
Other: (Help)	\$0	\$0	
Fund Totals:	\$0	\$0	\$0
Program Total for 2000 - 2001 Fiscal Year:	\$0		

Description – This section of the annual progress report identifies fiscal year funding sources for JJCPA funded programs. Information is collected based on State Funds, Interest, and Non-JJCPA funds. Please notice that State Funds and Interest are reported by line-item sources, whereas only total expenditures are reported for Non-JJCPA funds.

Validations – It is very important that users enter only numeric data (e.g. 5000, 100000, etc.) non-numeric data (e.g. \$, dollars, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – Clicking on the “(Help)” hyperlink next to each funding source will reveal a pop-up window with a definition for the requested fund source. Totals will not calculate until the “Calculate” button has been clicked. (See below).

5.1.2 Annual Progress Report Screen – Number of Program Participants and Average Length of Time

Enter the number of juveniles who participated in the program during the fiscal year 2000 - 2001. Provide separate counts for those completed the program, those who were 'in progress' as the end of the fiscal year (i.e., still 'enrolled' in the program), and those who did not complete the program (i.e., failed to complete the program and are no longer 'enrolled' in the program).

Enter the approximate average length of time spent in the program by all program participants during the fiscal year.

NUMBER OF PROGRAM PARTICIPANTS	
Completed Program:	0
In Progress:	0
Did Not Complete Program:	0
Total:	

AVERAGE LENGTH OF TIME	
Average Length of Time In Program:	0 Hours

PER PARTICIPANT EXPENDITURES	
Funds Expended Per Program Participant:	\$.00

Calculate

Description – This section of the annual progress report captures information on the number of program participants and their average length of time spent in the program.

Information on the average length of time includes a drop-down menu that allows the user to specify the duration measure: hours, days, months, or years. The default value is set to “Days.”

Validations – It is very important that users enter only numeric data (e.g. 5000, 100000, etc.) non-numeric data (e.g. participants, juveniles, students, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – After all information for funding sources, the number of program participants, and the average length of time has been entered click the “Calculate” button. The system will calculate the fund source totals, the total funds expended, the total number of participants and the funds expended per participant for the fiscal year.

5.1.3 Annual Progress Report Screen – Actual Outcome Measure Information

Outcome:	Rate of Completion of Restitution	Probation Violation Rate	Sexual Abuse (Perpetrated Against Juvenile in Program)
Outcome Measure Expressed as:	Other - Percent of students with improvement in gpa of .5 or greater in gpa of .5 or	Other - blah	A Percentage
Program Goal or Expectation for Outcome Measure:	Absolute Goal : 50 Percent	Absolute Goal : 50 Percent	Decrease (Relative Goal) : Magnitude Unknown
Goal Expressed With Reference to:	Program Participants at an Earlier Point in Time	Program Participants at an Earlier Point in Time	Historical Group Similar to Group that Receives Program Services
If Goal for Outcome Measure is Expressed with Reference to Conduct of Program Participants at an Earlier Point in Time, What is the Earlier Time Period?	Some Standard Period of Time Prior to Program Entry	At Point of Program Entry	N/A
Goal for Outcome Measure Refers to Conduct of Program Participants During Following Time Period:	While in Program	While in Program	While in Program
Approximate Length of Time in Days Represented by Results for Program Participants:	365 Days	365 Days	45 Days
Approximate Length of Time in Days Represented by Results for Reference Group:	N/A	N/A	45 Days
Number of Program Participants for Whom Results Reported:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Results For Program Participants:	<input type="text" value="0"/> Other	<input type="text" value="0"/> Other	<input type="text" value="0"/> %
Estimated Number of Additional Current Year Program Participants for Whom Results Will Be Reported Next Year:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Number of Subjects in Reference Group :	N/A	N/A	<input type="text" value="0"/>
Results for Reference Group:	N/A	N/A	<input type="text" value="0"/> %
Estimated Number of Additional Current Year Reference Group Subjects for Whom Results Will Be	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Description – This section of the Progress Report screen captures actual outcome information for each outcome measure reported to the BOC. Based on the type of outcome (e.g. absolute goal, relative goal, etc.) the application will display the input boxes necessary to report the progress for each outcome. In addition, a “click here” hyperlink resides just above the progress report that provides direction on the information to be provided in each box.

Validations - It is very important that users enter only numeric data (e.g. 5000, 100000, etc.) non-numeric data (e.g. participants, juveniles, %, days, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

5.1.4 Annual Progress Report Screen – Progress Report Comments, Saving Data, and Submission to the BOC

The screenshot shows a web browser window titled "Outcome Measure - Microsoft Internet Explorer". The address bar displays "ures.asp?program=8&view=p&action=r&period=2001". The main content area has a red header with the text: "Progress Report Comments: Provide any additional information that further explains or is important to the interpretation of the results reported in the progress report, including program implementation issues, pending additional program results, supplemental evaluation findings (process evaluations, case studies, cost-benefit analysis, etc.), the results of statistical significance testing, program changes emanating from the evaluation results, etc." Below this header is a large, empty text input field. At the bottom of the form, there are two buttons: "Save as In Progress" and "Submit to BOC as Complete". Below the buttons are two hyperlinks: "Return to Program Selection Screen" and "Add/Edit Outcome Measures". The browser's status bar at the bottom shows "Done" and "Internet".

Progress Report Comments

Sometimes the progress report information may need explanation or the user may wish to communicate additional information about the program to the BOC. In such instances, the user may enter the information in the input field designated for progress report comments.

Saving Data and Submission to the BOC

At the bottom of each progress report the user will be presented with two buttons "Save as In Progress" and "Submit to BOC as Complete." Users may not have all the information needed to complete a progress report in one sitting. He/she may wish to enter information as it becomes available. The "Save as In Progress" button provides the user the ability to update information over multiple sessions.

Save as In Progress

Once the user clicks on "Save as In Progress" the progress report's status will change to "In Progress" on the Program Selection Screen. The information contained in the progress report is still editable at this point.

Submit to BOC as Complete

Once the user is satisfied with the information entered for the progress report, he/she may click on "Submit to BOC as Complete" in order to submit the entered information for review by the BOC. Clicking on "Submit to BOC as Complete" will change the progress report status to "Submitted to the BOC" on the Program Selection Screen. The information contained in the progress report will be **read only**. If a progress report is accidentally submitted to the BOC before it is complete, contact your assigned BOC Field Representative immediately and he/she will be able to change the status of the progress report back to "In Progress" to allow for proper completion.

Notes:

- The BOC recommends that users save progress reports as in progress before submitting to the BOC as complete. This allows the user the ability to review all information at least once before submitting it to the BOC.
- Clicking on the hyperlinks will **not** save entered data. If a user fills out the progress report and clicks on one of the hyperlinks at the bottom, all entered data will be lost.

- For as discussion on statuses, see section 2.

5.2 Strategic Outcomes Progress Report

Some counties will be tracking and reporting outcomes for countywide strategic measures. These counties must submit a progress report annually detailing actual outcomes for each reported strategic outcome measure. Users can navigate to this Progress Report from the [Program Selection](#) screen by clicking on the hyperlink to the right of the “View Strategic Outcomes” hyperlink and in the column for the desired report year.

The process of filing a Strategic Outcomes Progress Report is very similar to the process for filing a JJCPA Funded Program Progress Report. The main difference is the Strategic Outcomes Progress Report lacks the fiscal and number of program participant information requests by the JJCPA Funded Program Progress Report.

Description – This section of the Progress Report screen captures actual outcome information for each outcome measure reported to the BOC.

Validations – It is very important that users enter only numeric data (e.g. 5000, 100000, etc.) non-numeric data (e.g. participants, juveniles, %, days, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – None

5.3 Juvenile Arrest Rate Per 100,000 Progress Report

All counties are required to report results for the outcome of "Juvenile Arrest Rate Per 100,000 Population." It is presumed that results for this outcome will be reported for the county as a whole. Users can navigate to this Progress Report from the Program Selection screen (Section 2) by clicking on the hyperlink to the right of the "Juvenile Arrest Rate Per 100,000 Information" heading and in the column for the desired report year.

5.3.1 Juvenile Arrest Rate Per 100,000 Progress Report – Initial View

The screenshot shows a web browser window titled "Example: Arrest Rate Per 100,000 - Microsoft Internet Explorer". The page content is titled "The Juvenile Justice Crime Prevention Act" and "Juvenile Arrest Rate Per 100,000 Population for Example County".

Text on the page: "All counties are required to report results for the outcome of 'Juvenile Arrest Rate Per 100,000 Population.' It is presumed that results for this outcome will be reported for the county as a whole. Please answer the following questions regarding this outcome:"

Form fields and their values:

- Will you be Reporting Results for this Outcome for Example County as a Whole?
 - Yes
- For what time period will you be reporting the results for this outcome?
 - 2000 Calendar Year (available from State Department of Justice)
- What is the "baseline" time period against which you will compare the results?
 - 1999 Calendar Year (available from State Department of Justice)
- Compared to the "baseline" time period, what change do you expect in "Juvenile Arrest Rate Per 100,000 Population?"
 - Decrease
- Baseline time period Juvenile Arrest Rate Per 100,000
 - 13
- Result time period Arrest Rate Per 100,000
 - 12

Buttons at the bottom: "In Progress" (dropdown menu) and "Save Status".

Hyperlinks at the bottom: "Edit/Update 2001 Report Period Values for Arrest Rate Per 100,000" and "Return to Program Selection Screen".

Description – When the user initially enters the Arrest Rate Per 100,000 Progress Report, information will be presented in a read only format. Because no contextual information has been specified for the progress report, all fields will read "Not yet specified" or "0". In order to provide a context for the numbers being reported, the user will need to click on the "Edit/Update 2001 Report Period Values for Arrest Rate Per 100,000" hyperlink. (Note: the year in this hyperlink will change based on the selected reporting period.) The user will be taken to the data entry screen for the Juvenile Arrest Rate Per 100,000 Progress Report (see below).

5.3.2 Juvenile Arrest Rate Per 100,000 Progress Report – Data Entry

Alpine: Arrest Rate Per 100,000 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address Go

Will you be Reporting Results for this Outcome for Alpine County as a Whole?

☐ Yes

☐ No: (Describe Alternative)

For what time period will you be reporting the results for this outcome?

☐ 2000 Calendar Year (available from State Department of Justice)

☐ Other: (Describe)

What is the "baseline" time period against which you will compare the results?

☐ 1999 Calendar Year (available from State Department of Justice)

☐ Other: (Describe)

Compared to the "baseline" time period, what change do you expect in "Juvenile Arrest Rate Per 100,000 Population?"

☐ Increase

☐ Decrease

☐ No Change

Baseline time period Juvenile Arrest Rate Per 100,000

Result time period Arrest Rate Per 100,000

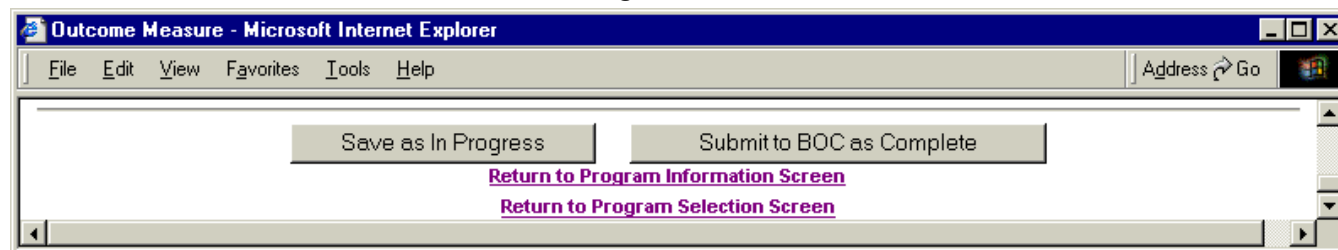
Description – This screen is used to capture annual Juvenile Arrest Rate Per 100,000 Progress Report information.

Validations – A maximum of 100 characters will be allowed for "Other" descriptions.

It is very important that users enter only numeric data (e.g. 5000, 100000, etc.) non-numeric data (e.g. participants, juveniles, %, days, etc.) will not be accepted. The system will reset any non-numeric entry to 0.

Notes – It is presumed that results for this outcome will be reported for the county as a whole.

5.3.3 Juvenile Arrest Rate Per 100,000 – Saving Data and Submission to the BOC



At the bottom of each progress report the user will be presented with two buttons “Save as In Progress” and “Submit to BOC as Complete.” Users may not have all the information needed to complete a progress report in one sitting. He/she may wish to enter information as it becomes available. The “Save as In Progress” button provides the user the ability to update information over multiple sessions.

Save as In Progress

Once the user clicks on “Save as In Progress” the progress report’s status will change to “In Progress” on the Program Selection Screen. The information contained in the progress report is still editable at this point.

Submit to BOC as Complete

Once the user is satisfied with the information entered for the progress report, he/she may click on “Submit to BOC as Complete” in order to submit the entered information for review by the BOC. Clicking on “Submit to BOC as Complete” will change progress report’s status to “Submitted to the BOC” on the Program Selection Screen. The information contained in the progress report will be **read only**. If a progress report is accidentally submitted to the BOC before it is complete, contact your assigned BOC Field Representative immediately and he/she will be able to change the status of the progress report back to “In Progress” to allow for proper completion.

Notes:

- The BOC recommends that users save progress reports as in progress before submitting to the BOC as complete. This allows the user the ability to review all information at least once before submitting it to the BOC.
- Clicking on the hyperlinks will **not** save entered data. If a user fills out the progress report and clicks on one of the hyperlinks at the bottom, all entered data will be lost.
- For as discussion on statuses, see section 2.

6 Quick Reference

New Program:

- Complete Program Information (Section 3)
- Complete Juvenile and Adult Outcome Measures (Section 4)
- Submit to the BOC for Review (Section 3)

Strategic Outcomes:

- Complete the Strategic Outcomes from the hyperlink on the Program Selection Screen (Section 2)
- Submit to the BOC for Review (Section 4.8)

Progress Reports:***Program Juvenile and Adult Outcome Measures***

- Complete the Juvenile and Adult Outcome Measures Progress Report by clicking on the hyperlink in the proper column next the desired program on the Program Selection Screen (Section 2 and Section 5.1)
- Submit to the BOC for Review (Section 5.1.4)

Strategic Outcome Measures

- If any exists, complete the Strategic Outcomes Progress Report by clicking on the hyperlink in the proper column of the Strategic Outcomes portion of the Program Selection Screen (Section 2 and 5.2)
- Submit to the BOC for Review (Section 5.2.2)

Juvenile Arrest Rate Per 100,000

- Complete the questions and enter the results by clicking on the hyperlink in the correct column of the Juvenile Arrest Rate Per 100,000 section of the Program Selection Screen (Section 2 and 5.3)
- Submit to the BOC for Review (Section 5.3.3)